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UNITED STATES DEPARTMENT OF AGRICULTURE
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Washington, D. C.

June 1, 1943

FINANCE AND ACCOUNTS DIVISION MEMORANDUM NO. B-25

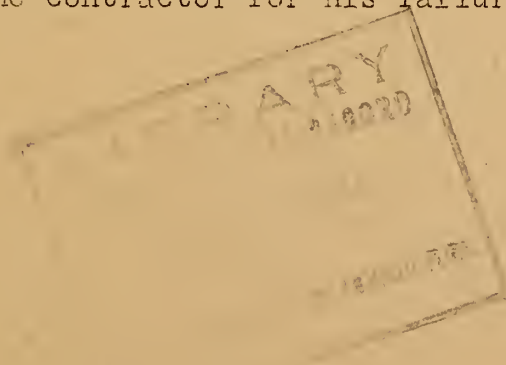
To: Washington Finance and Accounts Division and
Chiefs, Regional Fiscal Divisions

From: H. O. Hart, Chief, Accounting Management Section

Subject: Handling of Reclaim Vouchers Covering Suspended Payments
Under Penalty Provisions of Contracts

From time to time reclaim vouchers are received from Regional Fiscal Offices covering amounts suspended pursuant to penalty provisions of contracts with the request for an administrative determination in regard to their disposition. There is usually attached to the voucher a letter and signed statement from the contractor setting forth the reason or reasons why the terms of the contract were not fulfilled which, as accompanied by properly supporting documents, may be sufficient to permit payment. However, in the absence of satisfactory proof from contractor that failure to perform as provided in the contract was caused by circumstances beyond his control, no authority exists for waiving the terms of the contract for allowing payment thereunder.

Therefore, in the future, prior to the transmittal of a request for administrative determination to this office, it will be the responsibility of the Regional Fiscal Office to ascertain that there is attached to the voucher and correspondence submitted in connection therewith properly certified supporting documents substantiating the reasons given by the contractor for his failure to perform.



H. O. Hart

